

Access Fund Request

The City of Peterborough (City) is committed to demonstrate leadership for accessibility in the community. Our goal is to meet the diverse needs of all people, and follow the principles of dignity, independence, integration and equal opportunity. We will strive to achieve an inclusive environment for our facilities, goods, services, employment, information and transportation.

Instructions

1. Complete this form, outlining the proposed project for your department. Upload photos of project area and/or product(s), as applicable, as well as detailed quote(s) for cost of renovation and/or product, in compliance with the City's purchasing by-law.
2. Submit the application by the 3rd Wednesday of the month.
3. Once the application has been reviewed by staff, you will be invited to present the request to the Accessibility Advisory Committee (AAC) at their next scheduled meeting. The AAC meets on the first Wednesday of the month.

Guidelines

The Accessibility for Ontarians with Disabilities Act has a goal of an accessible Ontario by the year 2025. The City is obligated to follow the Customer Service Standard and the Integrated Accessibility Standards which includes a general requirement that accessibility must be considered for all procurement, as well as requirements for Employment, Transportation, Information and Communication and the Design of Public Spaces. Improvements to accessibility of the built environment are being implemented via revisions to the Ontario Building Code. As such, most City projects now include accessibility as a legislated requirement and are budgeted accordingly.

Eligibility

The Access Fund may be used by City Staff only. It may finance additional scope of work for existing projects or be used to open new projects.

AAC or AAC Sub-Committee members may recommend using the Access Fund to finance additional scope of work for existing projects. They may also recommend new projects. Recommendations must not delay, cancel or supersede Council approved projects, and must fit within existing or future work-plans.

The Access Fund may be used to finance project costs that will:

- a. Enhance accessibility in public spaces, transportation, the built environment, customer service, or information and communications;
- b. Remove and prevent barriers; or
- c. Help exceed minimum legislated accessibility requirements.

The applicant is responsible for ensuring that the proposal complies with applicable legislative standards, City plans, policies, and by-laws. The application will include at least three (3) quotes, where possible.

How are Access Fund Requests evaluated?

All Access Fund requests will be evaluated by the AAC. AAC Sub-Committees may also provide feedback for requests that relate to their committee work. The Communication Coordinator will confirm the decision of the AAC with the applicant. If the

request is approved, the Communication Coordinator will arrange for the transfer of funds to the applicant.

Note: the AAC will not reimburse any additional costs that are incurred by the applicant without prior approval. Amendments to requests must be submitted in writing.

Questions?

If you have questions about the application or process, please contact Sarah Mackillican, Communication Coordinator, at 705-742-7777 ext. 1785 or by email smackillican@peterborough.ca.

Applicant Information

Name and Title

Susan Neale, Museum Director

Department

Community Services

Facility (if applicable)

Peterborough Museum & Archives

Phone number

705-743-5180

Extension

2471

Email address

sneale@peterborough.ca

Access Fund Request Details

Deadline for your request or project

May 14, 2024

Total cost of renovation (if applicable)

Total cost of the accessibility upgrade

\$650.00

This request is in compliance with the City of Peterborough's purchasing by-law *

☒ Yes

☐ No

Expected date of project completion or purchase

June 10, 2024

Reason for Access Fund Request

Information to consider including:

- The number of people who use (or will use) the facility/product;
- Will the request impact staff, the general public or both;
- Explain the expected impact that the accessibility upgrade will have;
- Explain why the Access Fund Request is considered to be an accessibility upgrade.
- Explain the existing barriers that will be removed with the approval of the Access Fund Request.

Reason for request

The Peterborough Museum & Archives (PMA) Accessibility Plan 2023 to 2027 (attached), was approved by the Museum & Archives Advisory Committee and by the Ontario Ministry of Tourism, Culture and Sport in 2023. The Ontario Museum Association is sharing the PMA Accessibility Plan 2023 to 2027 as an example of best practices <https://www.museumsontario.ca/>

The PMA Accessibility Plan 2023 to 2027 includes Planned Initiatives for each of the 5 years (refer to page 7). A primary objective for Year 2 (2024) is to partner with the Council for Persons with Disabilities to complete: (1) Time in My Shoes (TiMS) training for the PMA team - scheduled for June 10, 2024; and (2) a site evaluation through the Community Accessibility Evaluation Program (CAEP) - scheduled for May 14, 2024. It has been 8 years since the last site audit.

The costs are as follows:

(1) TiMS = \$350 for 10 participants; refer to website for cost: <https://www.pcpd.ca/time-in-my-shoes/>
(2) CAEP = \$300 for 5 hours

This request is for \$650 to cover the costs of TiMS and CAEP. The PMA looks forward to receiving recommendations for implementation in the future.

Upload photo(s) of existing conditions and/or product specifications, if applicable. Examples include area of renovation, area where equipment will be placed, and equipment/product specifications.

File Name

 PMA Accessibility Plan 2023-2027 (AODA).pdf
399.9 KB

Upload quotes for the renovation and/or product(s)

Thank You for your Access Fund application

The Communication Coordinator will be in touch in the coming week to confirm eligibility and, if possible, an upcoming presentation to the Accessibility Advisory Committee.

You will receive an email with a copy of this application for your records.